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Office: DAS/IMSS/OL

Title of Objective: Glossary for Standard Agency Memoranda

Responsible Officer: [REDACTED]

Significant Funding Amount: \$ N/A FY 87

FY beginning 1 Oct or Quarter Ending X 31 Dec, 31 Mar, 30 Jun, 30 Sep

0 - Scheduled

X - Actual

ACTIVITIES PLANNED	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Gather requirements from head secretary in each office.			0---	---0								
2. Write glossaries.				0---	---	---0						
3. Disseminate and demonstrate glossaries to offices.							0---	---	0			
4. Make any needed revisions.									0--0			
NOTE: This Objective is on schedule. Offices with requirements have been identified, and visits to identify any unique needs will be scheduled. A "shell" glossary for a standard Agency internal memo has been created. Additional "shells" will be prepared after all requirements have been identified.												

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